

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

## **Subject: Follow-Up Regarding Settlement Agreement Transgression**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on our recent discussions regarding the settlement agreement dated [Insert Date of Agreement]. It has come to my attention that certain terms of the agreement have not been adhered to, specifically [briefly describe the transgression].

It is important that we address this matter promptly to ensure compliance with the agreed-upon terms. Please provide your insights on this issue at your earliest convenience. I believe a resolution can be reached swiftly if we approach it collaboratively.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]